

ADMINISTRATIVE - INTERNAL USE ONLY

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**HEADQUARTERS OPERATIONS, MAINTENANCE
AND ENGINEERING DIVISION WEEKLY REPORT
PERIOD ENDING 3 JULY 1984**

I. Progress Report on Tasks Assigned by DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

a. FAC Exhibit Hall: A new exhibit, "Presidential Images, Washington to Reagan - 1789-1981," is displayed in the 1D Corridor of Headquarters Building. The exhibit, which will run during July and August, consists of a collection loaned and arranged by an employee, [REDACTED] The Asian-Pacific show was removed and returned to the Yankee Samurai Organization on 29 June 1984.

b. Hydraulic Barricades: One barricade has been installed at the Route 123 Entrance to the Headquarters Compound, and work continues on the barricades at the George Washington Parkway Entrance. (U/AIUO)

c. Language Lab Relocation: A member of the Architectural Design Staff (ADS), OL/HOME, accompanied the Chief, HOME/OL to meetings with the DDA and ADDA on 26 and 29 June to review options for relocating the Language Lab from the South Cafeteria.

d. Watch Office - Office of Communications, DDA: ADS has reviewed and submitted comments, through the Engineering and Construction Branch, OL/HOME, to Kidde, Inc., on their A-E 100 percent submission for the Office of Communications (OC) Watch Office in Room 1B37, Headquarters Building.

e. Plans for Offices: ADS has submitted plans to the Operations and Maintenance Branch (O&MB), OL/HOME, for the exchange of offices in Room GD13 and GE31, Headquarters Building, by OC/DDA and the Office of Central Reference, DDI.

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g. Drawings: ADS has completed changes to drawings for the offices in the 4E Corridor of Headquarters Building which were requested by the Physical Security Division, Office of Security (OS/PSD) and Safety Staff, DDA. The Office of Soviet Analysis (SOVA), DDI, has requested a meeting to review the drawings and to suggest changes based on a minor reorganization on their part.

ADS is completing changes to drawings which were requested by OS/PSD and the Safety Staff, DDA, for offices in the 5E Corridor, Headquarters Building, for SOVA.

h. Damage to Vehicles: On Wednesday, 27 June 1984, a vehicle of the Mail and Courier Section (M&CS), Special Services Branch, OL/HOME, sustained considerable damage when a hydraulic barrier was accidentally raised by a guard on duty at the Pentagon. One guard had motioned to the driver to proceed. As he did so, another guard, operating the barrier, either did not see the first guard's motions or was not paying attention to the approaching vehicle, and he raised the barrier. The vehicle was completely disabled, suffering a broken radiator and fan, grill damage, and possible frame damage. Fortunately, there were no apparent injuries to personnel.

On 28 June 1984, a pine tree being cleared from the South Loading Dock area was split in half; and the top portion of the tree fell on a vehicle of M&CS/SSB/HOME/OL. Minor damage was sustained to the front end of the vehicle, and the windshield and radio antenna were broken. An accident report was filed by the security officer who was overseeing the operation and by the supervisor of the worker who was operating the construction equipment involved, a 977 front-end loader.

i. Revisions to Drawings: Revisions to the drawings for the Wang installaton on the tenth floor of Ames Building for the Office of Public Affairs, DCI, were received by O&MB/HOME/OL and were forwarded to the Contracting Officer, OL/HOME, on 2 July 1984.

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j. Renovations at Headquarters Building: The GSA Sheet-metal Shop worked overtime on 30 June 1984 to install a new fan coil unit in Room GH25, for the Office of Current Production and Analytic Support (CPAS), DDI. The plumbers are scheduled to work overtime on 7 July 1984 to connect the unit to the chilled water lines.

The GSA Plumbing Shop worked overtime on 30 June 1984 to repair and replace valves on an air handler unit in Room GH24 for CPAS.

k. Preparations for Wang Installations: The GSA Electric Shop worked overtime on 30 June 1984 and completed preparations for Wang installations in Rooms 2D52/2E08, 2E30, 4E12, and 5G07, Headquarters Building.

l. Parking Areas: Last week, the Carrier Maintenance Section, with assistance from O&MB personnel, striped a walkway in North Parking Lot along the construction fence, restriped the crosswalk, repainted the stop signs on the roadway and painted "Shuttle Stop" on the asphalt at the new shuttle stop in "K" Lane, West Lot. Also, four shuttle stop signs were mounted, two in West Lot and two at the stop by the Motor Pool. Two parking spaces at the end of "K" Lane, South Lot, were blocked out and striped, and 190 spaces in South Parking Lot were renumbered.

m. Flooding at South Building: The GSA contractor, Porter Construction Company, forgot to secure the roof of South Building after working on it on Friday, 29 June 1984. The weekend rains flooded Room 334 and the area around it. GSA is presently cleaning the area which is occupied by the Office of Technical Services, DDS&T.

n. Revalidation of Medical Parking Spaces: As a result of decreased parking spaces on the Headquarters Compound due to the construction of the new building, it became necessary to revalidate all medical parking permits. On 2 July 1984 memorandums were sent to all persons presently holding medical parking permits (or currently on the waiting list for permits), notifying them that they must revalidate their permits by updating their medical certificates. New guidelines have been established by the Office of Medical Services, and they will be enforced starting in August 1984.

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III. Significant Events Anticipated During the Coming Week:

a. Quality of Life: Capital Hill Flooring Company will begin replacing the floor tile on the ground floor of Headquarters Building on the evening of 9 July 1984, instead of 2 July as they had expected.

b. Bar-Code Courier Receipt System: A written proposal detailing the itemized cost of the necessary hardware, software, forms, and installation for the proposed new bar-code courier receipt system is due this week from Wallace Computer Services. A demonstration of the equipment was given to members of M&CS/SSB/HOME/OL on 26 June. A requisition, along with the proposal, will be forwarded to the Budget and fiscal Branch, OL, for budgeting as soon as the proposal is received.

c. Removal of Pay Telephone Booths: On 9, 10, and 11 July 1984, due to low usage, the C&P Telephone Company will begin removing the following pay telephones and booths on the Headquarters Compound:

<u>LOCATION</u>	<u>NUMBER</u>
GA33	1
GC20	1
GH34	2
1D39	1
2F12	1
3C49	1
4F12	1
5C49	1
6F14	1
7C45	1
Headquarters Garage	1
P&PD Building First Floor	1

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Chief
Headquarters Operations, Maintenance
and Engineering Division

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